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Approved For Release 1999/09/08 : CIA-RDP78-06815A000100540001-2

3 December 1980


25X1A9a

MEMORANDUM FOR: All CRD Operations Branch Personnel

FROM:


Chief, Operations Branch

SUBJECT: Review of Special Operations Group Records (U)

1. The DDO/IMS  has identified Job #78-03418A of Special Operations Group records (OPI 55) which is ready for systematic review. It consists of one Archives box which contains files of operational activities of the Special Operations Group. (C) 25X1A8a

2. Review will be by document and input by folder. Each folder will be stamped with both the reviewer's stamp and the box stamp, each completely filled in. One Form 4023A will be completed on each folder. The creation date will be the date of the latest document in the folder and can be obtained most easily from the ARC listing. The type of document will be "folder" (11). (U)

3. Each document within the folder will be stamped with the reviewer's stamp and filled in. Individual numbering of documents is not required. Because the review decision, including the classification level, is noted on the stamp placed on each document, striking out the original classification markings on downgraded or declassified documents is not required. (U)

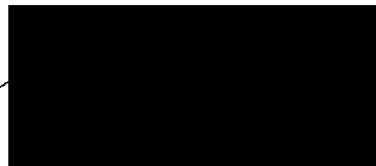
4. Other U.S. government agency documents will be handled according to instructions contained in CRP 80-2, with the exception of paragraph 2 d and paragraph 3. (U)

5. Foreign government documents will be handled in accordance with the instructions contained in CRP 79-21. (U)

6. Should any TOP SECRET documents be encountered, they will be handled as part of the folder and the TS numbers will be recorded as noted in CRP 80-10. Green Sheets will be handled in accordance with CRP 79-39. (U)

7. The job is 78-03418A, 1 Box.

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